



## Administrative Policies and Procedures: 18.38

<b>Subject:</b>	<b>Reception and Classification Units at Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105; 37-5-106; 37-1-134 (h) and (j); 37-5-201
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees

### Policy Statement:

Reception and Classification Units may be established at Youth Development Centers. Reception and Classification units shall provide initial intake, assessment, and classification services for adjudicated delinquent youth.

### Purpose:

To ensure that there is a timely intake, assessment, classification, and placement process for adjudicated delinquent offenders.

### Procedures:

<b>A. Reception and Classification Unit Development</b>	Reception and Classification units may be developed at Youth Development Centers when substantial separation from the regular YDC program and population can be achieved. Specific geographical areas to be served by a Reception and Classification unit may be designated.
<b>B. Criteria for Admission to Reception and Classification Units</b>	<ol style="list-style-type: none"><li>Any youth committed to DCS as a delinquent youth may be referred to a Reception and Classification Unit. A youth referred to a Reception and Classification Unit is not required to meet usual YDC criteria as per policy <a href="#"><u>18.34, Referral and Placement of Youth in Regional Youth Development Centers.</u></a></li><li>Referral documents in order for a youth to be referred to a Reception and Classification Unit will include:<ol style="list-style-type: none"><li>A commitment order</li><li>Information regarding prior delinquent history and pending charges;</li><li>Medical information necessary to meet the immediate needs of the child and information regarding current medications, and physical disabilities and form <b>CS-0206, Authorization for Routine Health Services for Minors.</b></li></ol></li></ol>

	<p>3. Within five (5) working days of a youth's placement in the Reception and Classification unit the Family Services Worker (FSW) will provide the following information:</p> <ul style="list-style-type: none"><li>a) Copy of a predisposition report, Family Functional Assessment or a completed Youth Level of Services (YLS);</li><li>b) Community Risk Assessment;</li><li>c) School records including IQ scores;</li><li>d) Psychological Assessment (if such exists);</li><li>e) Behavioral and placement summary if the youth has previously been in DCS custody; and</li><li>f) Known information about ongoing treatment needs.</li></ul>
<b>C. Referrals and Response Time</b>	<ul style="list-style-type: none"><li>1. Regional resource management teams may refer youth who meet criteria for referral to a Reception and Classification Unit.</li><li>2. The Reception and Classification Unit supervisor/designee will respond to a referral within one (1) hour of receipt of the referral.</li></ul>
<b>D. Waiting List</b>	<ul style="list-style-type: none"><li>1. Youth will be admitted to the Reception and Classification Unit upon receipt of appropriate referral information as outlined in <i>Section B. 2.</i> above. If all Reception and Classification Unit resources are full the youth will be added to a waiting list maintained by the Reception and Classification supervisor or designee.</li><li>2. The YDC Reception and Classification supervisor (or designee) will notify the referring regional resource manager when resources become available.<ul style="list-style-type: none"><li>a) The referring region will coordinate transportation of the youth to the YDC.</li><li>b) Youth on the waiting list will be admitted based on their date of referral.</li><li>c) Upon intake, the Reception and Classification supervisor (or designee) will remove the youth from the waiting list.</li></ul></li></ul>
<b>E. Services and Timeframes</b>	<ul style="list-style-type: none"><li>1. The Reception and Classification Unit will begin its assessment process at the time a youth enters the unit. A child and family team meeting (CFTM) will be held within fourteen (14) days of a youth's entry and the youth will be placed in a permanent placement upon completion of the CFTM.</li><li>2. Services provided by the Reception and Classification Unit will include:<ul style="list-style-type: none"><li>a) Educational Services;</li><li>b) Assessment of Academic Achievement;</li><li>c) Clinical Interview and/or psychological testing;</li><li>d) Vocational Preference Assessment;</li></ul></li></ul>

	<ul style="list-style-type: none"><li>e) Recreational Opportunities; and</li><li>f) Medical, dental, and visual evaluations.</li></ul> <ul style="list-style-type: none"><li>3. Upon the completion of a CFTM the Reception and Classification case manager will provide recommendations regarding treatment needs and out of home placement if needed.</li><li>4. Upon completion of the CFTM the referring region will, without delay, transport the youth to his/her recommended placement if an out of home placement has been identified as necessary. If an in home placement is possible services necessary will be put in place within twenty-four (24) hours of the CFTM.</li></ul>
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<b>Forms:</b>	<u><a href="#">CS-0206, Authorization for Routine Health Services for Minors</a></u>
<b>Collateral documents:</b>	None